

ATP Engineer's Checklist

Required for all Infrastructure Projects

This application checklist is to be used by the engineer in “responsible charge” of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC’s requirements for a PSR-Equivalent document (per CTC’s ATP Guidelines and CTC’s Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide and regional ATP selection processes.

Special Considerations for Engineers before they Sign and Stamp this document attesting to the accuracy of the application:

Chapter 7; Article 3; Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculation(s) or report(s) be either prepared by or under the responsible charge of a licensed civil engineer. Since the corresponding ATP Infrastructure-application defines the scope of work of a future civil construction project and requires complex engineering principles and calculations which are based on the best data available at the time of the application, the application must be signed and stamped by a licensed civil engineer.

By signing and stamping this document, the engineer is attesting to this application's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made. This action is governed by the Professional Engineer's Act and the corresponding Code of Professional Conduct, under Sections 6775 and 6735.

❖ **For more assistance, please refer to the Caltrans ATP PSR equivalent [presentation](#) and [slides](#)**

1. **Project Location Map** (Attachment C) **Engineer's Initials:** SL

- a. The project limits must be clearly depicted in relation to the overall agency boundary
 - i. Include the scale of the drawing and a north arrow.

2. **Project Layout/Plans** showing **existing** and **proposed** conditions (Attachment D)

Engineer's Initials: SL

- a. Show project elements at a scale which allows the visual verification of the overall project “construction” limits and limits of each primary element of the project. Scale must be shown on the layout/plans.
- b. Show the full scope of the proposed project.
- c. Show all changes to existing motorized/non-motorized lane and shoulder widths. Label the proposed widths.
- d. Show agency’s right-of-way (R/W) lines when permanent or temporary R/W impacts will occur. (As appropriate, also show Caltrans', Railroad, and all other government agencies R/W lines.)

Anticipated Number of R/W Takes	Cost	Time needed to Acquire
N/A _____	\$ _____	Months _____

Anticipated Number of Easements	Cost	Time needed to Obtain
N/A _____	\$ _____	Months _____

3. **Cross-section(s)** showing **existing** and **proposed** conditions (Attachment D)

Engineer's Initials: SL

(Must include a cross-section for each segment where the width of improvements or Right-of-way vary significantly if a typical cross section is provided)

- a. Show and dimension: changes in lane widths, **R/W lines**, side slopes, etc.
- b. Show both the width and the depth/thickness for any new pavement.

Note – Separate cross sections for existing and proposed conditions may be needed to clearly show

the before and after pavement widths/thicknesses.

4. **Project Estimate** (Attachment F)

Engineer's Initials: SL

- a. The Project Estimate (Attachment F) **must be used** for all applications that are requesting ATP Infrastructure funds. Attachment F shall be completed per the instructions and attached to the application, in the appropriate location.
- b. Each of the main project elements are broken out into separate construction items. The costs for each item are based on calculated quantities and appropriate corresponding unit costs.
 - i. Only items in the "Allowable Lump Sum Items" tab may use Lump Sum as a unit.
- c. All non-participating costs in relation to the ATP funding are clearly identified and accounted for separately from the eligible costs.
- d. Clearly identify and account for all project elements in which the applicant intends to utilize services provided by the CCC, certified community conservation corps, or tribal corps.
- e. **ALL** project development costs (including non-ATP funds) need to be accounted for in the total project cost.

5. **Crash/Safety Data, Collision maps and Countermeasures** (Part B, Question 3)

Engineer's Initials: SL

- a. Confirm that crash data shown is depicted accurately, is shown to scale, and occurred within the influence area of proposed improvements.

6. **Project Schedule, Funding, and Programming Request** (Part A6)

Engineer's Initials: SL

- a. All applicants with projects over \$1M must anticipate receiving federal ATP funding for the project and therefore the project schedules and programming included in the application must account for all applicable federal requirements and timeframes.
- b. "Completed Dates" for project Milestone Dates shown in the application have been reviewed and verified.
- c. "Expected Dates" for project Milestone Dates shown in the application account for all reasonable project timetables, including: Interagency MOUs, Caltrans agreements, CTC allocations, FHWA authorizations, federal environmental studies and approvals, federal right-of-way acquisitions, federal consultant selections, project permits, etc.
- d. The fiscal year and funding amounts shown in the Project Programming Request (PPR) must be consistent with Implementing Agency's expected project milestone dates and available matching funds.

Anticipated Environmental Studies	Cost	Time needed for the study
1. N/A	\$	Months
2.	\$	Months
3.	\$	Months

7. **Warrant Studies/Guidance** (Attachment K)

Engineer's Initials: SL

☐ **(Check if not applicable)**

- a. For new Traffic Control Signals – an engineering study that includes analysis of Signal Warrants 1 - 9 (CA MUTCD) must be submitted. For ATP funding, warrants 4, 5 or 7 should be met but the final decision to install a signal must be made by the engineer. The engineering study (and any additional documentation of the engineering judgment supporting the Traffic Control Signal, if needed) must include the name and license number of the responsible engineer and must be

attached to the application in the "Additional Attachments" section (Attachment K).

8. **Additional Narration and Documentation** (Attachment K)

Engineer's Initials: SL

- a. The text in the "Narrative Questions" in the application must be consistent with and supports the engineering logic and calculations used in the development of the maps, layout/plans, cross sections, schedule and estimate. If non-standard ATP elements are included in the project (i.e. vehicular roadway widening necessary for the construction of the primary ATP elements), attach appropriate documentation demonstrating the engineering decisions and calculations that justify the inclusion of the non-standard elements.

This checklist is to be completed by the engineer in "responsible charge" of defining the project's Scope, Cost and Schedule per the expectations of the CTC's PSR Equivalent. The checklist is expected to be used during the preparation of the documents, but not initialed and stamped by the engineer until the final application and application attachments are complete and ready for submission to Caltrans.

Licensed Engineer Information:

Name (Last, First):

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Title:

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Engineer License Number:

C55917

Signature and Date:

Shirley Lau

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Place the Engineer's Stamp below:



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